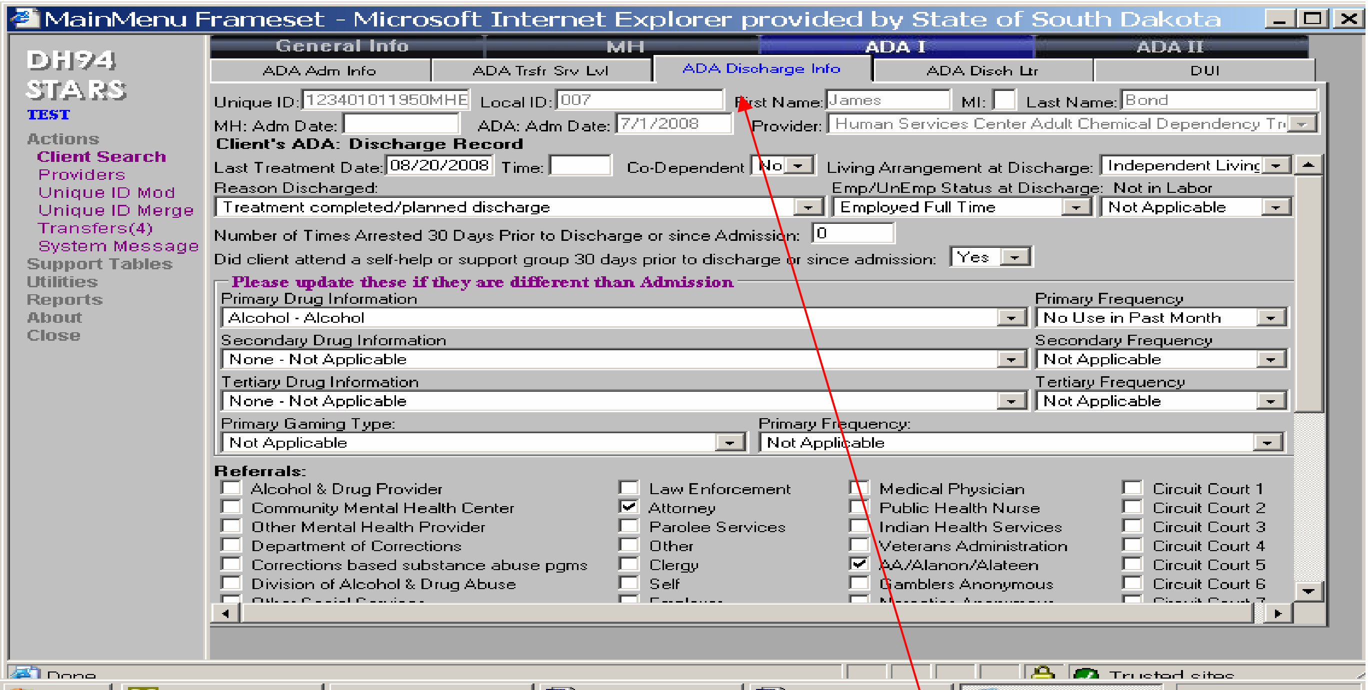
A/D Discharge Information Screen



To access the "A/D Discharge Information Screen" from the "Client Search Screen" the following steps are required:

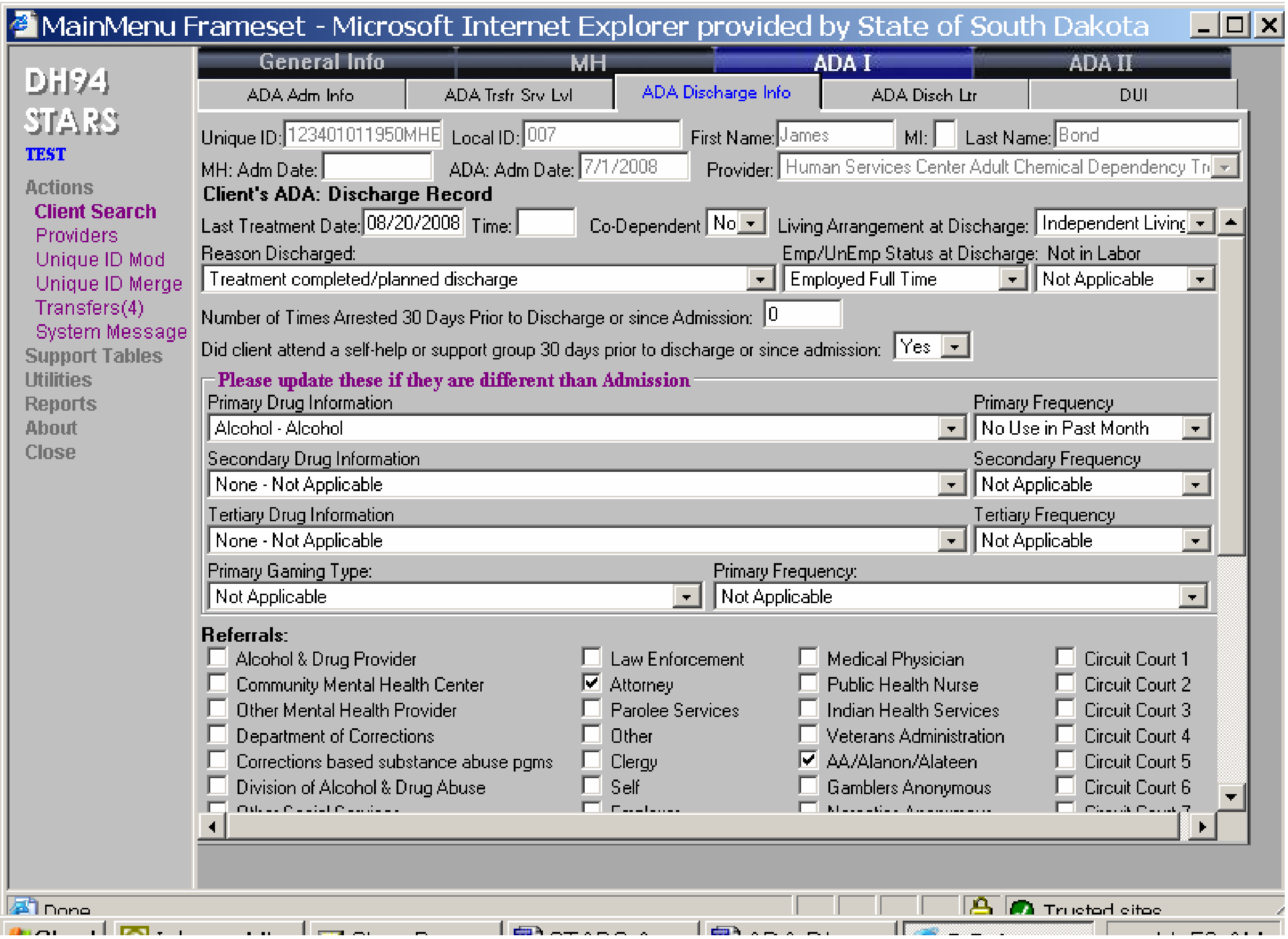
1. Enter an existing client Unique ID/Name on the Client Search Screen and click on the" Search" tab to locate an existing record. If a record exists, single click on the client record and then "Most Recent" tab which will open up the "Client Information Screen."

2. On the top menu bar of the "Client Information Screen" click on the "<u>ADA Discharge Info</u>" tab and the above screen will open up. (However if a client has not yet had an Income Eligibility and ADA Admission Information record completed, this tab will not be enabled. By completing these two records and saving both will enable the tab to allow access to the above screen.)

GENERAL INFORMATION REGARDING THE ADA DISCHARGE INFORMATION SCREEN

When a client completes a treatment service (s) at a given facility and no further treatment services will be provided by that facility, a "Client Discharge Record" is required. A "Client Discharge Record" is not required if the client is being transferred between treatment levels within the agency. In these instances, only an ADA Transfer Level Record needs to be made. A Discharge record will be required later when the client is discharged from the facility.

DISCHARGE INFORMATION SCREEN



To add a discharge record, complete the following steps:

1. Enter the <u>last treatment date</u>, (time is an optional field if you wish to complete)

2. If the <u>Co-dependent status</u> hasn't changed since admission, then enter the same response indicated on the admission record.

3. The "<u>Living Arrangement at Discharge</u>" has been reduced to three categories, so enter the one most fitting.

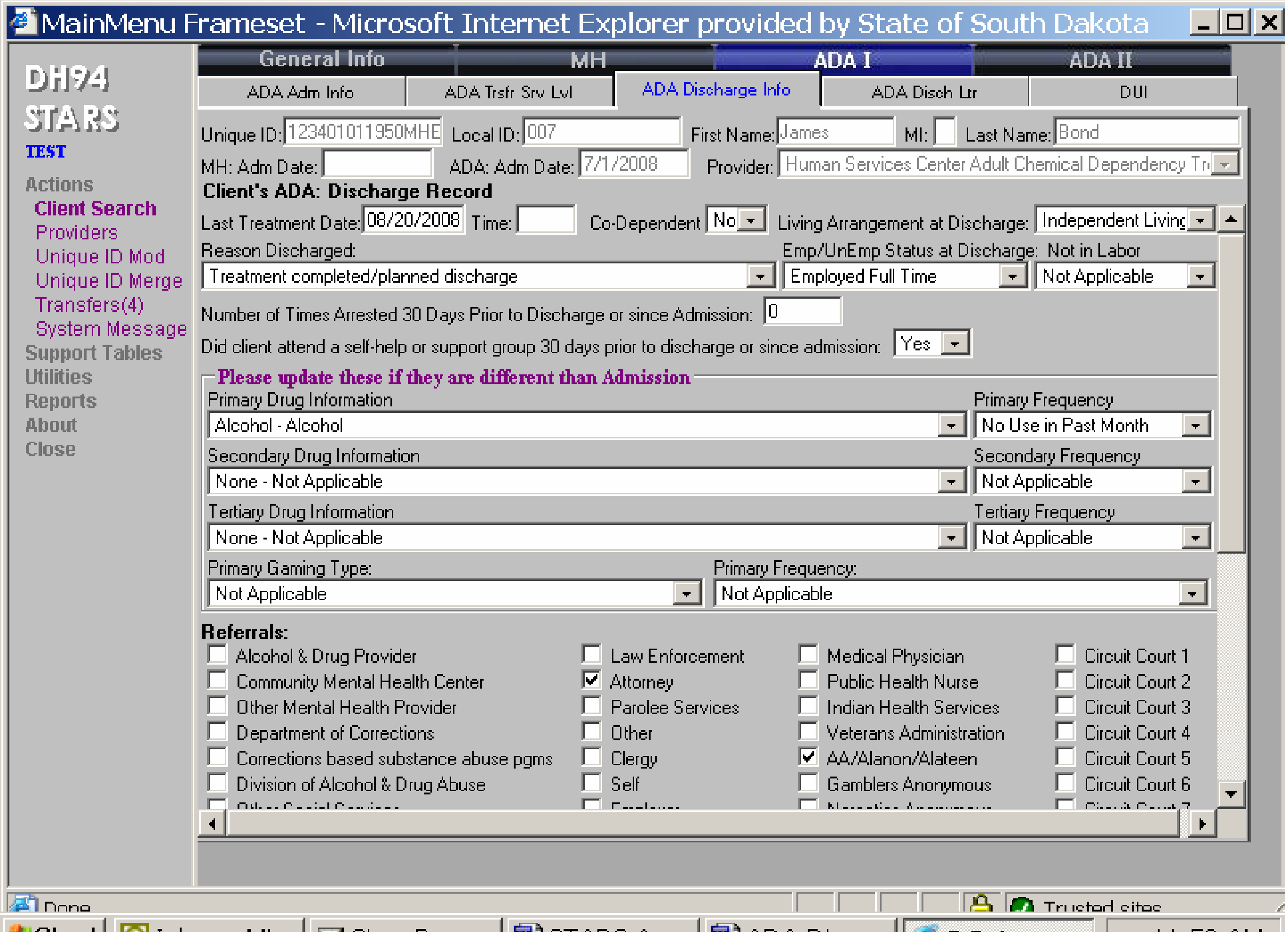
4. Enter the <u>Emp/UnEmp Status at Discharge</u> from the selections listed in the dropdown. Complete <u>Not in Labor Force</u> if the client is not employed.

5. "<u>Reason for Discharge</u>" has multiple selections and only one response is required.

6. Enter the "<u>Number of times arrested 30 days prior to discharge or since Admission" if less than 30 days.</u>

7. Respond "Yes" or "No" to "<u>Did client has been attending self help or support groups 30 days prior to discharge or since admission".</u>

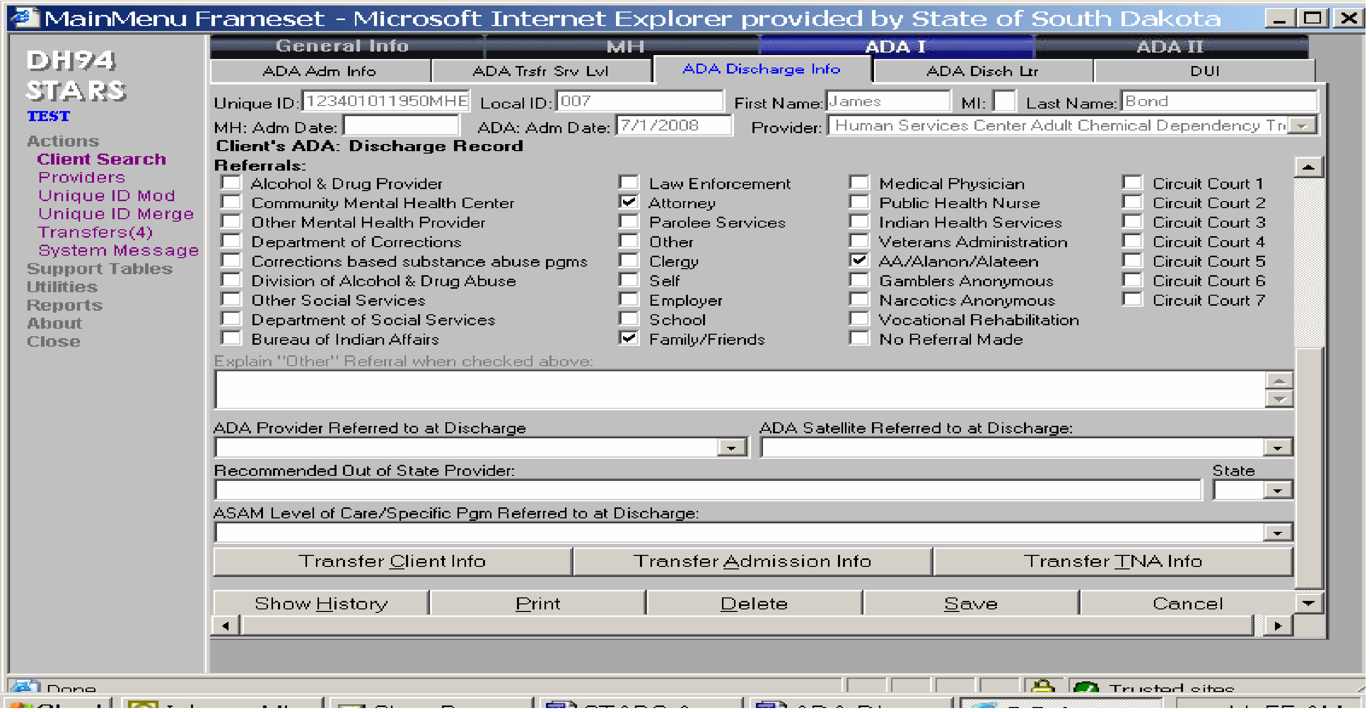
DISCHARGE INFORMATION SCREEN



6. If any drugs are listed on the ADA Admission Primary, Secondary or Tertiary fields, they will be brought forward to the above listed fields. The Frequency will need to be completed for each drug that is listed. If the field is not completed on the Admission Screen, then the above field will be listed as "Not Applicable".

7. When a "Pathological Gambling" diagnosis is identified on the ADA Admission Screen in the "Gambling Diagnosis" field, a "Gambling Frequency" response is required at the time of discharge.

DISCHARGE INFORMATION SCREEN



8. In the "Referral" section, mark those areas that apply to the client. When a client is being referred to an "Alcohol & Drug Provider" at the time of discharge, the ADA Provider will need to be identified. There are two options to choose from, either identify the provider from the "ADA Provider Referred to at Discharge" dropdown list or if the agency is out of the State, type the name in the "Recommended Out of State Provider" text field and enter the State from the "State" dropdown list.

9. The "ADA Satellite Referred to at Discharge" is an optional field for completion.

10. In addition, when an "Alcohol & Drug Provider" is being marked either in or out of State, an "ASAM Level of Care/Specific Pgm Referred to at Discharge" needs to be entered in this field before the record can be saved.

11. Click on "Save to retain the record

12. To delete the record, click on the "Delete" tab and the system will bring up an alert to verify the delete. Click on "Yes" to finalized the delete or "No" to maintain the record.

13. The "Cancel" tab will return to the "Client Search Screen".

14. The Delete and Transfer tabs will be enabled based on assigned user security

15. **When the referral is marked as "Alcohol & Drug Provider" the field "ADA Provider Referred to at Discharge" must be completed from the list of accredited providers. If the provider is not on the list, mark "Other" on the selection of referrals and not "Alcohol & Drug Provider" Otherwise the record cannot be saved. The field "ADA Provider Referred to at Discharge" can be left blank.**

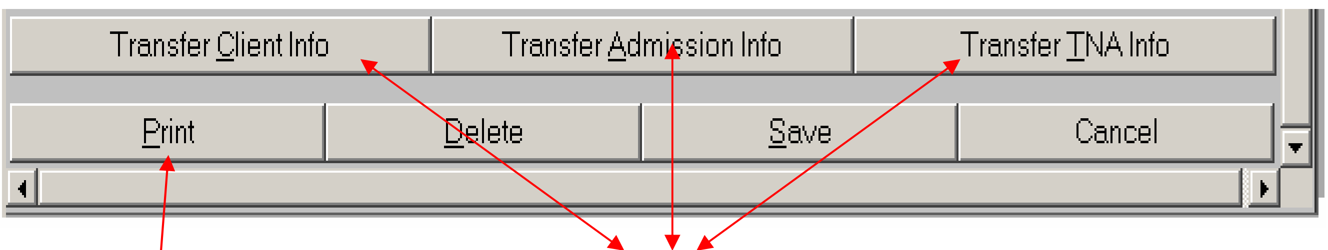
16. When "Other" is checked, then the provider will need to explain this type of referral in the text field above. This only applies when "Other" is checked, otherwise this text field does not need to be completed

GENERAL INFORMATION REGARDING THE TRANSFER OF CLIENT INFORMATION
Information obtained on the “Client Information Screen,” “ADA Admission Information Screen” and a “ADA TNA” can be transferred to another program from the “ADA Discharge Information Screen.” **Client Discharge Records cannot be transferred.** Prior to transferring this information to another provider, a release of information from the client in compliance with 42 C.F.R. Part 2 must be obtained.

To transfer a client record from the “ADA Discharge Information Screen, the following steps are required: **Only users with Provider Administration permission level can transfer records.**

1. Enter an existing client Unique ID/Name on the Client Search Screen and click on the Search” tab to locate an existing record. If a record exists, single click on the client record and then “Most Recent” tab which opens up the “Client Information Screen.”

2. On the top menu bar on the “Client Information Screen” click on the “ADA Discharge Info” tab which opens up the “A/D Discharge Information Screen.” However if a client has not yet had an Income Eligibility and ADA Admission Information record completed, this tab will not be enabled. By completing these two records and saving both will enable the tab to allow access to the “ADA Discharge Information Screen”.

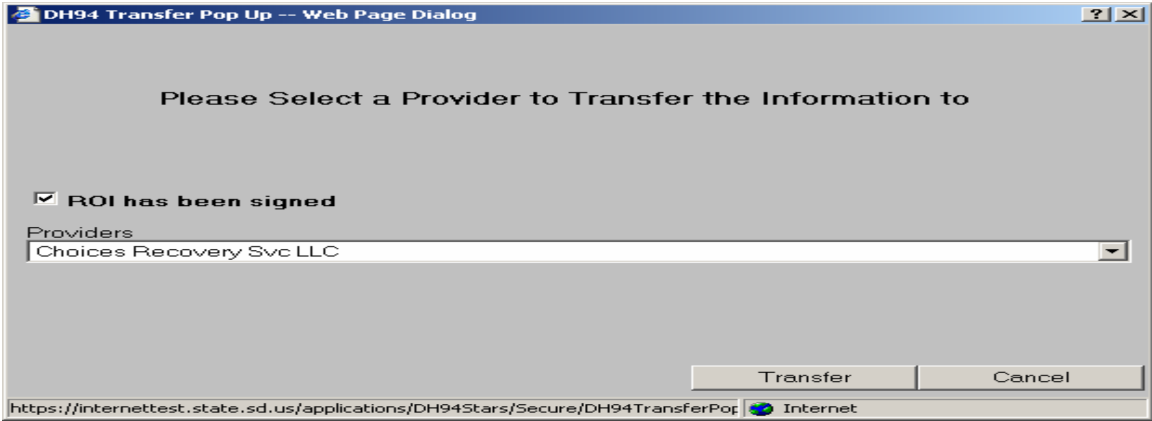


3. Scroll down to the bottom of the page and <u>select the tab</u> indicating what particular record is to be sent. Only one record at a time can be transferred.

4. When the “Transfer TNA Info” tab is selected, the most recent TNA record and the Client Information will be transferred to the designated facility.

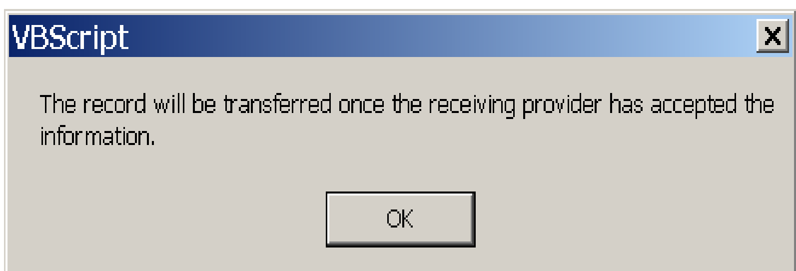
5. The “Print” tab will print the discharge screen.

A/D Transfer Pop-Up



4. After clicking on the particular record to be transferred, the "ADA Transfer Pop-Up" screen will appear asking for confirmation a release of information has been obtained and a list of providers to select from.

5. Select the provider the release of information has been addressed to and click on the "Transfer" tab to transfer the record or the" Cancel" tab to return to the "Discharge Info Screen". When the Transfer tab is selected, the below pop-up message will appear indicating that the record being sent will be accepted once the receiving agency opens up the "Transfer" screen and accepts the record. Click on "OK" to complete the transfer process. The system will return to the "ADA Discharge Information Screen" and "Cancel" will return to the "Client Search Screen."



6. When attempting to transfer an Admission Record to a provider who already has an open admission record for this same client, a pop-up message will appear on the screen which reads "Provider already has an open Admission Record. Cannot Transfer" Click on "OK" to return to the ADA Discharge Information Screen".

7. If attempting to transfer a Client Information or Admission Information record that was previously sent to this same provider, a pop-up message will appear stating "Provider already has the Client Record". Tab on "OK" to cancel the transfer and return to the "ADA Discharge Information Screen".

8. When transferring the ADA Admission Record to a provider who does not have either a "Client Information Record" or the ADA Adm Info record for this client, both records will be transferred to this provider even though only the "Transfer Admission Info" tab was selected. This is due to system requirements that call for all clients entered into STARS to have a "Client Information Record." However when the "Transfer Client Info" tab is selected, only this record will be transferred.